



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## AHCCCS REVALIDATION

Target Audience - Qualified Vendors and Providers

Transmittal Date - 01/23/2023

In order to maintain Medicaid billing privileges, providers must revalidate enrollment of their provider IDs with AHCCCS periodically. In general, providers are required to revalidate every four years. AHCCCS also reserves the right to request off-cycle revalidations. As part of the revalidation process, the provider is subject to the same screening and disclosures captured during the initial enrollment. Additionally, based on provider type, the process could include an enrollment fee, site visit, and a Fingerprint Clearance Card criminal background check via the screening requirements.

The provider types most often used by DDD Qualified vendors are due for revalidation on the following dates:

- February 1, 2023 - Group Billers (PT 01)
- May 1, 2023 - Habilitation Providers (PT39)
- August 1, 2023 - Home Health Agencies (PT 23 and 95)

Failure to revalidate will require DDD to stop paying claims and potentially terminate a Qualified Vendor agreement. Additional provider types and dates for revalidation can be identified on this [Provider Revalidation Dates Spreadsheet](#).

### What AHCCCS Providers Need to Know

- Any provider who has not completed the revalidation process in the AHCCCS Provider Enrollment Portal (APEP) will be listed on the Provider Revalidation Spreadsheet, receive written notification, and have 90 days to apply.
- The notification will include a temporary 14-digit application ID number required to access the provider file for the first time.
- Providers who fail to respond to the request could experience delays such as loss of billing privileges and/or termination and access to the AHCCCS Online Portal.
- For providers with questions, those who are no longer participating as a Medicaid provider, and those no longer employed with an organization, please contact [APEPTrainingQuestions@azahcccs.gov](mailto:APEPTrainingQuestions@azahcccs.gov).

### How Providers Can Complete the Revalidation Process

To begin your revalidation application today, login to your existing account via the [AHCCCS Provider Enrollment Portal](#).

Providers can use [these step-by-step instructions](#) to complete a revalidation.

For additional questions on how to troubleshoot through APEP to complete the revalidation application, contact [APEPTrainingQuestions@azahcccs.gov](mailto:APEPTrainingQuestions@azahcccs.gov) or Provider Assistance at (602) 417-7670, option 5. Please include the provider name, NPI, and a brief description of the issue.